



KSI Supply, Inc. *Supplying all of your forage storage needs*

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Job Title: Marketing & Inside Sales Representative

About the Company

KSI Supply is a family owned, Sheboygan County based businesses. We specialize in wholesale agricultural forage plastic sales through our dedicated Dealer & Distributor network across North America.

We believe in providing the best customer service and building relationships with our customers by prioritizing our customers' satisfaction. KSI takes pride in being family owned and operated, and being able to provide their employees with a positive workplace environment and flexibility with their customers to make sure their needs are being met.

Position Overview

Under the supervision of the General Manager and in partnership with our Sales Team, our Inside Sales Representatives are responsible for ensuring each customer receives the support and service they need. This includes calling the accounts for regular check-ins, coordinating and scheduling visits with customers for orders, questions, product training and/or warranty claims, providing quotes with up-to-date pricing and product information, and generating personal relationships through conversation where the customer knows their best interests are our top priority. Our representative is also responsible for our social and public image, including managing company websites and e-commerce sales, social media pages, print and digital advertising, jobsite photos, tradeshow registrations, etc.

Job Responsibilities

- Create content and maintain company Facebook pages, websites, digital signs, and literature for accuracy and effectiveness.
- Manage and oversee tradeshow bookings, print advertising, and company vehicle decals
- Set up company booths for trade shows on the company's behalf and attend as needed (no overnight travel required).
- Seek out new marketing opportunities including radio, print and event sponsorship that are within a managed budget
- Manage website Ecommerce for all products
- Generate and send mass emails and postcards
- Gather and maintain jobsite photos and editing of content using company Drone and Cellphone
- Maintain and order Team Business Cards
- Set up decal appointments and designs as needed
- Call accounts to ensure quotes and questions are answered and have been received in a satisfactory manner.
- Answer phone calls, enter orders and complete pick-up orders as needed.
- Gather, maintain, and file necessary customer paperwork and portfolio information.
- Communicate with customers regarding product availability and order fulfillment.
- Attend and record notes for monthly sales team meetings.
- Other Duties as needed.

Qualifications & Requirements:

- Energetic, customer service orientated personality who enjoys working in a team setting and conversating with customers.
- Excellent verbal and written communication skills, this position includes a lot of phone work and relationship building.
- Excellent organizational skills and attention to detail
- Strong work ethic with a desire to learn and grow.
- Ability to work both independently and as a team member
- Experience with Microsoft and QuickBooks is preferred, but not required
- Valid Driver's license with reliable form of transportation

Full Time Compensation and Benefits:

- Hourly pay with eligibility for performance bonuses
- Benefits:
 - 401(k) and 401(k) matching
 - Dental, Medical and Vision insurance
 - Paid Holiday and Vacation

Schedule:

May – September 9:00am – 5:00pm

October – April 8:00am – 4:00pm

No weekends or holidays required

Full Time, in person